

**Summary of the
Program Policy and Structure Committee Teleconference
March 11, 1998**

The Program Policy and Structure Committee of the National Environmental Laboratory Accreditation Committee (NELAC) met by teleconference on Wednesday, March 11, 1998, at 11 a.m. Eastern Standard Time (EST). The meeting was led by its chair, Ms. Pauline Bouchard of the Minnesota Department of Health. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to continue discussing inconsistencies between the Constitution and Bylaws and Chapter 1 compared to the other Chapters of the NELAC Standards.*

USE OF THE NELAC LOGO

There has been no determination on use of the NELAC logo since the last teleconference.

REVIEW OF NELAC STANDARDS FOR CONSISTENCY AMONG CHAPTERS

Mr. Steve Clark, who reviewed Chapter 2, did not participate in this teleconference. Dr. Bouchard will try to contact him prior to the next teleconference regarding this chapter.

Ms. Jeanne Mourrain of the U.S. Environmental Protection Agency (USEPA) announced that the Environmental Monitoring Management Council (EMMC) panel was scheduled to review the comments on Chapters 2 and 5. The Panel is the USEPA's conduit for consensus to NELAC comments.

Ms. Bouchard expressed concern that the Program Policy and Structure Committee members were no longer participating as actively as they had in the past. She also stated that there would be very little for this committee to do after this spring. There was some discussion about dissolving this committee and transferring its responsibilities to the NELAC Board of Directors. Several committee members agreed that there may be no need for this committee anymore because the Board of Directors can deal with these issues/questions. A letter recommending dissolution will be drafted for committee consideration.

Some members question what is the policy-setting role of the committee. Mr. Jerry Parr asked if proposed policies could be discussed at the large meetings so the private sector could have an opportunity to provide input on them.

Mr. Parr was asked if he had drafted the definitions for Chapter 3 since the last teleconference. He reviewed the terms he had previously addressed and will draft definitions prior to the next scheduled teleconference.

Mr. Robert Luna attempted to redraft language in Section 1.9.1. It was determined that this section needs to address the definition of "certification by method." The definition the On-Site Assessment Committee is working with is different from the definition the Program, Policy, and Structure Committee is using in Chapter 1.

Ms. Mourrain mentioned the need to define the word “principal” as it occurs in Section 1.6.1.1.c. This issue was brought up by the Accrediting Authority Committee.

The committee agreed to change the term laboratories to laboratory in Section 1.6.1.1.d.

There was also discussion on withdrawing the changes from the Interim Meeting which proposed making the Sampling and Field Measurement Committee into a new standing committee. It was decided that this is an issue that would need to be voted on at the Annual Meeting in San Antonio.

NEXT MEETING

The next meeting of this committee will be by teleconference on March 25, 1998, at 11 a.m. EST.

USEPA will continue to perform the inspection of the state laboratory(ies) which have responsibilities under the SDWA. In addition, NELAP assessment teams will inspect other state laboratories as funding is available.

ACTION ITEMS
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Item No.	Action	Date To Be Completed
1.	Ms. Bouchard will contact Mr. Clark about his comments on Chapter 2 inconsistencies.	
2.	Ms. Mourrain will talk to the EPA OGC about use of the NELAC logo.	
3.	Mr. Parr will draft definitions for terms in the glossary.	

PARTICIPANTS
Program Policy and Structure Teleconference
March 11, 1998

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